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SUPPLY DIVISION WEEKLY REPORT  
PERIOD ENDING 7 JUNE 1983

I. Progress Report on Tasks Assigned by the DCI/DDCI:

Negative.

II. Items or Events of Major Interest that have Occurred  
During the Preceding Week:

Executive Furniture Catalog

As a result of a meeting last week with the Logistics Services Division Interior Design Consultant, minor revisions are being made to the furniture catalog. Agency photographers have taken photographs of the items for which commercial catalogs were not available. Upon receipt of the photographs, representatives from Procurement, Supply, and Logistics Services Division will meet for further discussions on the final preparation of the catalog. (Author: )

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ICS Clean-Up -  Actions

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A concerted effort has been initiated to research  actions for FY-79 through FY-82 where line items remain in the ICS Suspense File. This review involves approximately 850 records. (Author: )

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Customer Services - Monthly Statistics

For the month of May, statistics on various types of customer services are as follows:

Cables prepared		17
Requests for status		392
Telephone	358	
Memo	16	
Walk-ins	18	
Requisitions prepared		88
Action cable conversions	30	
SPB cable conversions	16	
SPB letter requests	29	
Call-ins	10	
TM requisitions	3	

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Vendor calls	137
Vendor memos	2
System updates	31
FARS review	288
Forms 1598 prepared	4
Forms 1931 prepared	6

(Author: )

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Federal Woman's Working Group

In response to a Headquarters Notice which announced that the Agency's Federal Woman's Working Group needed volunteers, three members of the Supply Management Branch submitted applications to represent the DDA as a member of the Group.

Both applicants were interviewed at Headquarters by members of the Agency's EEO Office during the latter part of May. Topics of discussion included Foreign Service Wives re-entering the job market; educational opportunities available to bring them up to date with the changing job scene; job skill assessment; transferring volunteer service skills to a paying position with the Federal Government; financial planning; drug and alcohol abuse experienced among our children; and counseling opportunities which are available through OMS and local community service agencies to assist Agency families.

DDA employees have applied for the two vacancies and the announcement of final selection is expected in the near future. Both applicants feel that participation in this Group would be of considerable personal and professional value, allowing them to contribute ideas to enhance the role of women working in the Federal Government while also enabling them to provide valuable feedback on these activities to members of the DDA. (Author: )

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III. Significant Events Anticipated During the Coming Week:

Negative.

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